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DD/P

[redacted], Records
Management Officer, DD/P

20 November 1959

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Chief, Records Management Staff

[redacted] Vital Materials Program

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a. Page 1, para 2 b Concept - It is suggested the taking of a calculated risk would probably be better when the CS is occupying space in the New Building.

b. Page 2, para c.

The last sentence of this paragraph implies the possibility that microfilming deposits are preferred. We have always recommended that vital records deposits be made through the medium of hard copy wherever possible. Microfilming is expensive and is more difficult to locate.

c. Page 4, para c.

It is suggested that this paragraph be reworded to emphasize that duplication of records should not exist between divisions and staffs of the CS as well as between the CS and other components of the Agency.

d. Page 4, para a

I suggest that this paragraph be reworded so that it should emphasize the need for vital documents to be deposited currently (daily) and that the maximum time be 30 days from the time that they are available to the respective element.

e. Page 5, para c, line 2

I suggest that the word periodically be changed to "currently".

2. The following comments concern the General Schedule - CS Vital Materials dated 6 November 1959:

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a. Page 1, I. Policy Directives and Plans, item 1.

The National Security Council now deposits in our Vital Records Repository the NSC and OCB papers. I will be glad to have [] review with the PP Staff and the NSC Records Officer the extent to which there would be duplication between the NSC deposit and the suggested deposit.

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b. Page 3, Item 12.

There appears to be some possibility of duplication between the training records described in this item and similar records deposited between Office of Training. I have asked [] to pursue this matter with the Records Officer of OTR and he will advise you.

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Mgt/S/RMS

(20 Nov 1959)

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